



City of West Columbia
Bridging Past, Present and Future

Meeting Street Artisan Market Vendor Rules and Regulations

425 Meeting Street, West Columbia, SC

Mission

The City of West Columbia Artisan Market is primarily intended as a local artisan market that uses a community-friendly atmosphere to foster a dynamic economic and educational connection between community members, artists, and farmers. The Market will promote and support local artists and farmers, while educating citizens on the benefits of supporting local artists and eating local, fresh produce.

Rules and Regulations governing the Market have been established by the City of West Columbia. In order to be considered as a vendor, you must complete and sign a Vendor Agreement and Vendor Application and submit them to the Market Manager.

**Carefully read the entire document before signing
the Vendor Agreement and Vendor Application.**

Rules and Regulations

Vendor and Product Definitions for Eligibility

All items to be sold at the market will be reviewed and must be of high quality, safe, of suitable quantity, and be an enhancement to the Artisan Market. The City reserves the right to prohibit anyone from selling at the Market and may withdraw privileges of any vendor at its discretion at any time.

1. Visual Artist or Craftsperson: Any local craftsperson or artist that creates a tangible product of his/her own original work may be eligible.

a) Mediums considered but not limited to, include photography, paintings, drawings, sculpture, pottery, jewelry, stained glass, blown glass, leather tooling, wood working, knitting, felting, sewing, and other 2D or 3D artwork or utilitarian ware.

b) Artist's product should exhibit a high level of quality of design and workmanship.

c) Vendors using upcycled materials or recognizable objects must ensure they are significantly altered. The appearance/function of the “original” material must be changed to such a degree as to reflect the unique workmanship of the artist.

d) All vendors are solely responsible for obtaining proper permissions and licenses from third parties whose rights may be violated or infringed upon and provide this proof upon request.

2. Art or Antiques Reseller: The City recognizes the fact that not all vendors will be local artists or craftsmen, and that the Market may need local resale vendors to ensure there is an adequate supply of items of interest to the public. To complement sales and address demand, selective resale of art or antiques products will be considered. Items must be of high quality and enhance the market.

3. Agricultural or Animal Grower/Producer or Reseller: Any person(s) or entity, located within South Carolina, who is directly involved in the local growth or production of an agricultural product can apply. To complement sales and address demand, selective resale of agricultural products will be considered. You must provide copies of relevant SCDHEC, SCDA, FDA, or SCDNR licenses and/or permits with your Vendor Application.

a) Eligible Raw Agricultural Products: This category includes but is not limited to fruits, nuts, vegetables, grains, flowers, and plants.

b) Eligible Animal Products: This category includes meats, milk, cheese, eggs, farm-raised fish, honey, wool, and other products derived from animals.

c) The City recognizes the fact that not all vendors will be local fruit and vegetable growers, and that the Market needs resale produce vendors to ensure there is an adequate supply of produce. These vendors will be chosen by their ability to acquire quality product and inform customers, by labeling, as to the origin, buy fresh SC grown products when in season, and give precedence to actual local grower produced product that is in adequate supply. Any reseller found to not have proper signage for the origin of their products will have their market privileges withdrawn.

4. Foods prepared off-site: Most pre-made food items or items for consumption that are created/made off site are permitted. It is the responsibility of the vendor to ensure that he/she is in compliance with local, state, or federal regulations.

a) Eligible Value-added Agricultural Products: includes but is not limited to items made of raw agricultural products produced, grown or raised by vendor. Examples are baked goods, jams, oils, vinegars, and salsa.

5. Food prepared on-site: The market may have up to two spaces available for food trucks or food vendors. First, fill out the Vendor Application and submit to the Market Manager to confirm space is available, then contact Ellen Ravenell, Business License Permit Coordinator, at eravenell@westcolumbiasc.gov or 803-791-1880 x 285 to ensure compliance with West Columbia's food truck ordinance.

Products not Permitted

The City reserves the right to allow or disallow items in question.

- 1. Alcohol:** The sale or distribution of beer, wine, or alcoholic beverages are prohibited.
- 2. Drug related items:** The sale or display of items associated with drug use or drug paraphernalia are prohibited at the Artisan Market, such as, advertising the use of marijuana.
- 3. Tobacco and Vaping Products:** The sale or display of any product containing tobacco or nicotine is prohibited. The sale or display of any item associated with vaping is prohibited. The sale of repurposed or crafted tobacco related accessories may be allowed, if approved by the Market Manager.
- 4. Live animals**
- 5. Weapons**
- 6. Mass produced or items of low quality**

Operating Dates, Time, and Vendor Participation

- 1. Opening and Closing Times:** The hours are specifically set forth in the Vendor Application. Vendors will have one hour before and one hour after market hours to set up and take down.
- 2. Duration of Season:** The Dates for each market season will be determined by the City of West Columbia each year. The dates are specifically set forth in the Vendor Application.
- 3. Location:** The market location is 425 Meeting Street, West Columbia, SC.
- 4. Market Cancellation:** The City reserves the right to cancel the market for any reason at any time but will give as much notice as possible to scheduled vendors using the contact information on file.
- 5. Vendor Cancellation:** Vendors must give notice no later than Tuesday of market week, if they will not be attending a Market. Please give the earliest possible notice so the Market Manager can allocate the vacant spot to another vendor. If you fail to show without giving proper notice, you forfeit future participation in the Artisan Market.

If an emergency occurs (such as illness, death, or transportation issue) and you cannot attend the Market, please contact Colleen Otte at (803) 791-1880.

Gross vendor sales reported on a weekly basis

To adequately gauge the impact of market operations, the Market Manager will initiate a weekly gross sales survey for each vendor. Failure to remit weekly market sales will limit the Market's ability to acquire resources necessary to sustain and grow market operations.

Licensing, Inspection Requirements, Insurance and Taxes

Vendors must meet all applicable local, state and federal regulations, inspection regimes and labeling requirements for the products they sell. Vendors are responsible for their own local and state sales taxes, licenses and permits. The Market participants are required to be responsible for their own personal, general, and product liability insurance. The Artisan Market does not carry insurance to cover individual Market participants. Adequate proof of current compliance must be submitted with your Vendor Application prior to selling at the Market.

1. West Columbia Business License: The City of West Columbia, by Ordinance, requires every person engaging in business within the city limits to obtain a Business License.

<https://westcolumbiasc.gov/business-licensing/>

2. West Columbia H-Tax: The City of West Columbia levies a two percent (2%) local hospitality tax on prepared meals and/or beverages. The City's Business License personnel will assist you with this process, and you can find information on the city's website www.westcolumbiasc.gov.

3. In addition to the other requirements set forth herein, Vendors shall be required to comply with the following regulations, as applicable:

- a) State sales tax collected as required. (Display your SC retail license at your booth at each market you attend)
- b) Agricultural business license.
- c) Pesticide licensing and safe use.
- d) Approval seal on weighing devices granted by the SC Dept. of Agriculture.
- e) Organic certification on claimed products as required.
- f) Food safety, sanitation, health permits, and labeling issues that apply to the item (SCDHEC).
- g) State inspection of nursery stock required for selling whole plants for replanting (packs or pots).
- h) Sellers of livestock products for human consumption must furnish a current copy of their product liability insurance policy to the Market Manager with their application.
- i) Most foods prepared off-site and made in a DHEC approved facility are permitted, given that appropriate permits are obtained and that DHEC procedures are followed. If not grown or raised by vendor, the vendor must have processed the items themselves in an approved facility.
- j) Any prepared food vendor should provide proof of their food borne illness insurance with Vendor Application.
- k) Any bottled product, jarred or canned foods, such as pickled items, sauces, or jams must provide the results of their SC required process analysis with their application.
- l) Only Baked Goods and Candies that are Non-Time/Temperature Control for Safety under the Cottage Food Law sold by the baker and labeled will be

permitted. Your product must bear the required Home-Based labeling. Provide signage or labeling of potential food allergies.

Signage

ONLY the City of West Columbia will be allowed to post signage that it deems necessary to promote the Artisan Market.

1. **Product pricing:** Prices must be clearly marked for consumer's knowledge on products.
2. **Advertising Boundaries:** Advertising for your products or business within a booth or tent is permitted. Advertising outside a booth or tent is prohibited.
3. **Place of Origin:** Agricultural products must be clearly marked with the farm/business name along with the city or state where grown or produced. All resale food items must be labeled with place of origin.
4. **No Third-Party Promotion:** Vendors are not allowed to promote another organization or event including non-profit organizations and political candidates and/or issues.
5. **Sign Proximity:** No vehicle with a sign attached or painted on it may be conspicuously parked near the right-of-way in such a way to advertise a business or the participation in the Artisan Market to the passing motorist or pedestrian.

Spaces

There are 16 covered spaces under the pavilion. Vendors are responsible for keeping their space clean and safe at all times and must clean up their space prior to departing, including sweeping up any debris and removing all trash from the Artisan Market. Spaces are not permanent and may be changed at the discretion of the Market Manager. There are no restrooms on site.

1. Recommendations and Guidelines for Market Spaces

- a. Vendors must supply their own tables and chairs.
- b. Electricity will be available, bring extension cords.
- c. Non-potable water can be accessed by a garden hose in the park area.
- d. Cooking and open flames are not permitted under the pavilion.
- e. Bring waste bins and bags. The waste bins provided by the city are for public use only.
- f. No dumping; ice, liquids, food waste, sewage.
- g. All vendors must unload and load from the designated areas.

At the opening of the Market, vendors must be at their tables prepared to sell, to prevent disruptive behavior such as carrying of products across the Market or moving vehicles during times customers are present. Therefore vendors, should have their vehicles moved 15 minutes prior to open of the market.

The City of West Columbia shall be reimbursed for any damage to Artisan Market property by any of the Market participants. This includes damage to sidewalks, grounds, vehicles, fencing, tents and any other property owned by or provided by the City of West Columbia.

Market Manager

The Market is managed by a designated staff member of the City of West Columbia. The Market manager enforces the Market's rules and regulations for patrons and vendors. The Market Manager is Colleen Otte. She can be reached at 803-791-1880 or cotte@westcolumbiasc.gov. Any grievance regarding vendors should be directed to the Market Manager and will be subject to review by the City Administrator.

Fees

Currently, there is no application fee to participate in the market.